

**Water/Wastewater Commissioners’
Meeting Minutes
October 25, 2011**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:05 p.m.

Appointments:

Sewer Rate Study Update, Entrance Fees – The commissioners welcomed Mr. Guy Scaife, Town Administrator, present this evening to discuss the sewer rate study and water/sewer entrance fees. Chairman Courage said that he also has a question regarding a financial statement. Administrator Scaife said that he understood there were some questions about the sewer rate study and that thought Mr. Jack Sheehy, Director of Financial Operations might provide better answers, but he would try to help by answering questions emailed to him. He said that the 2010 draft audit had just been received, reviewed, some language-oriented edits were returned, although the numbers are correct and found to be satisfactory, and when the final audit is received including the management discussion, it will be sent to the Board of Selectmen. Since the numbers are known, Mr. Sheehy has completed the entrance fees for both the water and sewer. Mr. Scaife distributed the October 25, 2011 memo addressed to the Water and Sewer Commissioners prepared by Mr. Sheehy entitled “Updated Water and Sewer Entrance Fee Calculations” which stated that the 2010 year-end values of the water and sewer system is complete and entrance fees need to be updated as follows:

	<u>Current Fee</u>	<u>Revised Fee</u>
Water Entrance Fee – Residential	\$1,118.25 per unit	\$1,151.92 per unit
Water Entrance Fee – Commercial	\$7.11 per GPD	\$6.53 per GPD
Sewer Entrance Fee – Residential	\$1,677.26 per unit	\$1,626.43 per unit
Sewer Entrance Fee – Commercial	\$11.30 per GPD	\$10.84 per GPD

Mr. Sheehy’s calculations were included for the commissioners reference with the statement “Upon the Commissioners’ approval, the fee can be adjusted accordingly.” Mr. Scaife said that the changes between current and revised fees were minimal, higher on water and lower on sewer. He said he might be able to answer some generic questions, but that Jack Sheehy could provide further details. Upon review of the Water & Sewer System Entrance Fee Explanation and the Preliminary Cash Balance details and narrative prepared by Mr. Sheehy, Mr. Scaife commented on the cash balance document details being internal control documentation, tracking the one bank account and within that are sub-accounts indicating what is due and what is due where, i.e., the water and sewer funds, and that recent

bonds had not yet been finalized, referring to the center column titled Accumulated Depreciation, which is advantageous for obtaining a better rate, and that General Fund monies had been used to make payment. Discussion continued pertinent to the financial statements prepared by Mr. Sheehy, attached to these minutes as a permanent record, with Chairman Courage agreeing that the first column was of the most interest to the commissioners. Commissioner White asked if the sewer cash balance was a negative. Chairman Courage, Vice-Chairman Putnam and Administrator Scaife agreed that is what the paperwork is showing, that expenses are exceeding revenue. Chairman Courage said this supports the need for proposing a sewer rate increase. Mr. Scaife said that this tracking format is an internal document that was created by someone preceding Mr. Sheehy, and has been used for a long time. He said the sewer rate study work arrived at a busy time due to budget preparations and the town audit, anticipating attending a financial workshop, etc., and that he expects Mr. Sheehy would have the rate study complete for the commissioners by Friday, the 4th of November. Chairman Courage said that the information is needed to hold a public hearing. Administrator Scaife said that more frequent, small increase increments may or may not be more welcomed than larger increases less often. Chairman Courage said that a rate increase had been planned for 2009, then was postponed to avoid two increases within the same year. Mr. Courage said that the entrance fees, when adopted, can be implemented right away. The commissioners thanked Mr. Scaife for attending the meeting this evening and for the information presented.

Curtis Well 2A – The commissioners welcomed Mr. Gary Smith and Mr. Chris Berg of Wright-Pierce, here this evening to apprise them of the upcoming steps for this project. Upon discussion, Commissioner White asked that Mr. Berg prepare a listing of values next to each punch list action item, and Superintendent Boucher should note which items can/should be accomplished by in-house personnel. Mr. Smith said that a computer lock-up prevented him from bringing a scope of work this evening, but that he would forward documents for soliciting project bidding; Superintendent Boucher will send a list of local contractors for Mr. Smith's review. Chairman Courage said the Board has the right to choose the company selected to do the well cleaning, as agitation and surge are very important. Vice-Chairman Putnam asked that the not-to-exceed well cleaning proposal be provided in time for the Board to make a decision at the following meeting. The commissioners thanked Mr. Smith and Mr. Berg for attending the meeting this evening.

Decisions:

Approval of Final Minutes – Commissioner White made the motion to approve the minutes of the September 27, 2011 meeting as amended. Chairman Courage seconded the motion. All voted in favor.

Sewer Abatement Credit – 503 Nashua Street - Upon discussion of the incorrect billing service type, as the customer was billed a commercial sewer rate instead of a residential sewer rate, Vice-Chairman Putnam made the motion to approve this abatement credit request as presented, in the amount of \$9.80. Chairman Courage seconded the motion. All voted in favor.

Discussion/Information Items:

Septage Receiving Facility Project Update – Superintendent Boucher apprised the commissioners of the recent project accomplishments, including the relocation of the RAS line and some compaction tests, which will continue tomorrow. Halliday will be digging and installing pipe soon, and may submit a quote for tying the lines from the building to the project site. The conduit has yet to be repaired.

Permits will be filed at Town Hall. Mr. Rene LaBranche will arrange a meeting date to discuss and determine which project activities will be performed by in-house personnel. Vice-Chairman Putnam inquired about the cost for the wires. Superintendent Boucher said he didn't know specifically, but knew the wire cost was included in the overall project.

58 – 60 North Street Water Service – Superintendent Boucher said that he had met with Attorney Thomas Quinn, representing the Caldwells, residing at 58 North Street who want the water line disconnected, separated from 60 North Street, and out of their basement. The Sepost family at 60 North Street, is an Amherst property. The legal responsibilities associated with the town's right of way need to be discussed, since typically Milford's responsibility ends at the gate box, however the proposed water line will be routed along the street and extends onto Amherst land, and which of the two attorneys should be responsible for keeping the Seposts informed as to the plans to separate the water line connecting the two North Street properties. Attorney Bill Drescher would like to arrange a meeting with the commissioners and Attorney Quinn, should Tuesday, November 8, 2011 at 10:00 a.m. be convenient for all parties to meet at Attorney Drescher's office, and easements will be discussed. A reply from Attorney Quinn is expected.

Activities Report – Reviewed by the commissioners.

Town of Wilton Adjusted Cost of Operations – Superintendent Boucher will contact the Wilton Commissioners regarding the credit, and calculation, owed them.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, November 8, 2011 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

A motion to adjourn the regular meeting was made by Commissioner White at 7:15 p.m. Chairman Courage seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date

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